



DEPARTMENT OF COMMUNITY DEVELOPMENT

102 Roadrunner Drive  
Sedona, AZ 86336

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Adm Waiver # \_\_\_\_\_  
Date Rec'd \_\_\_\_\_  
Deposit Amt \_\_\_\_\_  
Initials \_\_\_\_\_

## APPLICATION FOR ADMINISTRATIVE WAIVER

(per Section 405 of the City of Sedona Land Development Code)

**Owner/Applicant Information:**

Property Owner Name \_\_\_\_\_

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Location/address of property \_\_\_\_\_

**Assessor's Parcel Number** \_ \_ \_ - \_ \_ - \_ \_ \_

Legal Description of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lot size \_\_\_\_\_

**Statement of the precise nature of and reasons for the Administrative Waiver being requested.** *Per Section 405-04B of the Land Development Code, "if a yard adjustment is requested, describe the site sensitive features, (i.e. trees, large shrub masses, watercourses, etc.) that will be protected.*

\_\_\_\_\_  
\_\_\_\_\_

**hereby certify** that I am the owner of the property, *or the authorized agent of the property owner* for which a yard adjustment is being requested.

Signature of owner or authorized agent \_\_\_\_\_

Printed name of owner or authorized agent \_\_\_\_\_

Date \_\_\_\_\_ Contact phone number \_\_\_\_\_

*Note: Applicant may attach legal description and additional statements if space does not permit. Please indicate here if attachments are included. Attachments? Yes ☐ No ☐*

***This page for staff use only:***

**YARD ADJUSTMENTS**

Sections 405.04B of the City of Sedona Land Development Code establishes *3 specific findings that must be met in order for a yard adjustment request to be granted*. These findings are presented below, with a discussion of the pertinent facts as they relate to each finding.

- A. That strict or literal interpretation and enforcement of the specified regulation, (i.e. setback requirements) would result in practical difficulty or development in environmentally sensitive lands inconsistent with the objectives of the Code.

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- B. That there are exceptional or extraordinary conditions relating to the property such as drainage or flood hazards, size or shape of the site, geology or topography, and existing healthy mature vegetation and trees.

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- C. That the granting of the yard adjustment will not be detrimental to the public health, safety, or general welfare, or materially injurious to properties or improvements in the vicinity.

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Based on the preceding assessment, it is staff's opinion that the applicant's request for an Administrative Waiver satisfies ☐, or does not satisfy ☐ the required findings as set forth in Section 405.04A and or B of the Land Development Code.

Accordingly, case #AW\_\_\_\_\_ has been approved ☐ denied ☐

Date \_\_\_\_\_

\_\_\_\_\_  
John O'Brien, Director of Community Development

***This page for staff use only:***

Section 405.04A, of the City of Sedona Land Development Code establishes three (3) specific findings that must be met in order for an Administrative Waiver to be granted (unless the provisions of Section 405.04B apply). These findings are presented below, with a discussion of the pertinent facts as they relate to each finding.

- A. That due to special circumstances applicable to the subject property, including its size, shape, topography, location, and surroundings, the strict application of this Code will deprive this property of privileges enjoyed other properties of the same classification in the same zoning district.

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- B. That any waiver is subject to conditions that will assure that the modification authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zoning district in which the subject property is located.

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- C. The waiver differs by no more than twenty-five percent (25%) from the regulations of this code

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DEPARTMENT OF COMMUNITY DEVELOPMENT  
Sedona, Arizona

**ADMINISTRATIVE WAIVER APPLICATION SUBMITTAL REQUIREMENTS**

Please provide the following as submittal package for an Administrative Waiver:

- Completed application form.
- Site plan (24" x 36")
  - Provide enough copies for all properties within 100 feet of the exterior boundary of the subject property and an additional copy for filing with the Department of Community Development.
  - Drawing must be to scale with true and accurate representations of the proposal.
  - Any contiguous property affected must be shown.
  - Plans must include contours at intervals of not more than two (2) feet.
  - Include all existing and proposed locations of streets, driveways, structures, property lines, pedestrian walkways, off street parking , landscaping, site sensitive features such as existing trees, existing mature healthy vegetation, watercourses, rock outcrops, etc. that will be protected if the proposed yard adjustment is approved.
  - Fold all plans with title facing up.
- A statement by the applicant for the precise nature of the Administrative Waiver request clearly explaining the reasons for the request and describing the site sensitive features that will be protected, if applicable.
- A list of all property owners within 100 feet of the exterior boundaries of the subject property keyed to a map. The list must be the most current property ownership information supplied through the County Assessor's office.
- Mailing labels containing the names and addresses of the above property owners.
- A notarized certification letter by the applicant stating that the ownership list is accurate.
- A legal description of the subject property.
- A filing fee of \$150.
- Authorization to file and proof of ownership.

***Note: Prior to the acceptance of any application, a pre-application meeting with the Director or his representative shall be held in order to verify the application materials that should be submitted.***

*Additional information or plans may be required by the Director to better enable him to determine whether the circumstances prescribed for granting the Administrative Waiver exist. Where all the information requested above does not apply to a given proposal or piece of property, the Director may choose to waive those requirements.*

*An applicant may wish to provide additional information such as letters, photos, documents, etc. at the time of submittal.*

*If the request for Waiver is referred to the Board of Adjustment as a variance application, additional information will be required as described on the Application Requirements form for a variance. That form is available at the Department of Community Development.*